

CCCSFAAA Executive Board Meeting

February 7, 2003

Horton Grand Hotel, San Diego, CA

Present: John Muskavitch, Toni DuBois, Craig Yamamoto, Melissa Moser, Beth Asmus, Allison Sandera, Joaquin Jimenez, Mary Ellen Muehring, JoAnn Bernard, Katherine Lister, Candy Cannon, Tim Bonnel, Judith Cohen, Brad Hardison, Pat Maga, Andi Schreibman, Adela Jacobson, Karen Micalizio

The meeting began at 8:37 a.m.

Approval of the December 13, 2002 minutes: JoAnn made a motion to accept as amended, seconded by Joaquin. Motion approved.

Meal Allowances: CCCSFAAA \$8 breakfast, \$12 lunch, \$20 dinner. No receipts needed You need to report the amount actually spent but not to exceed maximum.

CCCCO per diem is \$6 breakfast, \$10 lunch, \$18 dinner and \$6 incidental for every 24 hours stayed. No receipts required for meals. Richard will calculate the per diem based on dates of departure and return.

Membership Database & Directory: John wants it to be the President's responsibility to review and sign off on the directory prior to going to print. Toni made clarification that the membership database and the college directory are two different items. Memberships are sent to the treasurer (Toni). The membership database is currently maintained by Beth because she volunteered, as Web Oversight Cmt Chair, to create the database last year.

Toni made the motion to look into the cost of reprinting and seeking a sponsor for the 2002 Directory due to the number of schools that were omitted in the original printing. Craig seconded. Under discussion, Tim mentioned that we need to make sure we include any paid advertisements in the reprint. He also thinks we need to contact EdFund and explain that we are reprinting (if that decision is made at a future meeting) and why we are reprinting since they covered the cost of the initial Directory. There was discussion of ways to reduce the number of pages in the Directory and what kind of information should be included. The possibility of having passwords for a "members only" sections of the website which would provide online directory information was discussed. Beth will research cost on hiring a company to set up this layer of security. The motion carries with 13 in favor, 0 opposed and 1 abstention
Toni, Beth and Melissa will do the research and report back to the board at the March meeting.

Volunteer Database/Spreadsheet: Mary Ellen said she would be willing to take this on. The volunteer form is currently posted on the website. Beth will update that form to reflect the volunteer forms are returned to Mary Ellen. Craig gave

her some volunteer forms that were collected at the conference and John also has some to pass along.

Training Committee report (Joaquin):

Joaquin suggested that we get a group together to update our procedures manual

CSSO Summit: invited Presidents of all associations to develop common goals, establish common ground, and to have a united voice on issues. Next Thursday the group will meet again. One of the issues discussed was Student Services working with Academic groups on issues such as backdated drops.

Spring workshops: Northern workshop will be at Modesto College April 4, 2003, the southern meeting will be at College of the Canyons April 11, 2003. Many speakers have already been confirmed; Marianna Deeken, Tim Bonnel, CSAC, Ena Hull, Toni DuBois.

Tim wants to do an All Directors Workshop between now and June 30. He would like to tack the new Directors workshop on at the beginning of that. He has been given the ok by CCCCO to proceed with planning.

A lengthy discussion ensued about training –vs.- no training/isolation in light of bad budget times. Joaquin has been working hard on the Spring Workshops to ensure the content is substantial. He has proposed that we not charge for registration. Toni said the CCCSFAAA & CASFAA Conference Committees have a lot of ideas for reducing costs. (Don't bow out yet.)

The consensus of the group was to adjourn the meeting at 1:30 pm and skip lunch.

CASFAA/CCCSFAAA site selection

John updated the new board on the history of the site selection regarding the 2006 conference. CASFAA voted this week to go with Ontario for the 2006 conference. The date will be December 1-7 at the Convention Center with the choice of three hotels and room rates of \$87.50-149.00. AND to sign with the Hyatt in San Diego for 2010 at room rates of \$179. (The contract will also include a clause that says we will get the lowest rate offered to any group that year or \$179, whichever is lower.)

Motion made by JoAnn and seconded by Joaquin to accept the above.

Discussion: 2010 room rates are too high. Can we vote on Ontario without accepting the Hyatt in 2010?

The 2004 & 2008 conferences will be in Anaheim.

The motion passed unanimously.

Conferences for 2005, 2007 & 2009

Toni discussed the contract CASFAA has with IMN who does the research on conference sites and initiates contracts on behalf of CASFAA & CCCSFAAA. IMN gets a 10% commission which comes from the room rates.

Motion made by Toni & seconded by Beth: We authorize the CASFAA site selection committee to move forward with negotiations for 2005 & 2007 with IMN. We want to look at site selection with CASFAA for 2009 independent of IMN. The motion passed with 14 in favor, 0 against and 1 abstention

Final 2002 Scholarship Committee Report – copy attached

Beth made a recommendation that an adhoc committee be created to separate the fundraising functions from the scholarship publicity, application and selection processes.. The Scholarship Committee would then have two groups; a fund raising committee and an awards committee

2003 Scholarship Committee – Melissa Moser will be the Chair

Beth: recommends that we get rid of the baskets for the conference raffle and come up with something that travels better. The baskets have become a hassle to transport to and from the conference. Gift certificates work much better. John- suggested we do a raffle at our spring conference to raise money for the scholarship. It was decided that we will raffle a \$300 gift check/debit card at each Spring Workshop (north and south). The tickets will be \$1.00 each or 6 for \$5.00 and the winner need not be present to win. Suggestions for scholarship fundraisers should be emailed to Melissa.

Newsletter: deadline for articles for the first 2003 publication is February 14 and the issue is due to go out March 3-7
The remaining issues are scheduled for the weeks of June 16, September 1 and the final issue for the year will be available at the conference.

Treasurer's Report –

Capitol One CD	104,147.80
Cash Maximizer	20,594.03
General Checking	<u>71,656.66</u>
Total	\$196,398.49

A copy of the 2002 CCCSFAAA Budget and expenditures is attached.

The 2002 conference profit as calculated to date is \$44,750.

Motion made by Beth to accept the Treasure's Report, seconded by Craig. It passed unanimously.

EOPS Report - Adela

Reasonably 97-98% of EOPS students are full-time which equates to a lot of FTES. EOPS is required to do outreach and a gap would be left should the block grant go into effect. EOPS is mounting an inter-segmental approach to the Governor's proposed budget cuts. John has asked Adela to draft and submit a letter to lawmakers for the Board to consider.

Committee Reports - John passed out an extensive 2002 Conference Report (copy attached)

Regional Reps Reports

No report for Region 1

2 – concerns about the loss of support from EOPS due to Block Grant proposal

3 – consider roundtable session at conference for schools to share concerns and office procedures

No report for Region 4

5 – questions about BOG covering fee increase: answered in yesterday's meeting

6 – sharing how each campus is dealing with budget cuts, have scheduled free training that Citibank offers

7&8 – they combine resources because they are so close in proximity, they want to know about updated policy manuals for Cal Grant (supposed be out in June but will come through CCCSFAAA and other organizations for review prior to printing) & BOG (to be dealt with this year in FARR). Award tolerance for Cal Grants: CSAC legal council feels that they do not have the authority to allow a tolerance.

9 – Cynthia Peterson formerly at Cal Baptist will be at Crafton Hills College; Mt San Jacinto College has a new staff member, will BFAP allowance still have to be spent by June 30? Yes, otherwise you won't get your new allowance for 2003-04. The mid-year cuts of approximately 3.542% have already been made at the CCCCO end. That percentage can change depending on what the Governor's final budget decision is.

How many schools are reducing summer classes: the majority of those at the meeting raised their hands, at least three noted that their schools are increasing summer sections and some are changing the format of classes offered

10 – new director at San Diego Mesa College: Gilda Maldonado

John passed out a list of the current committees for 2003. (copy attached)

There was a motion made by Beth and seconded by Craig to approve the committee chairs as submitted. The motion passed unanimously.

2003 CCCSFAAA Budget

Fiscal Planning Committee: President Muskavitch, President-Elect Yamamoto and Treasurer DuBois.

The Committee met 2/5/03 and decided it was prudent to keep at least one year's operating expenses in reserve. Our current CD meets that minimum.

Attached is a copy of the proposed CCCSFAAA budget for 2003.

CSAC high school workshops: Concern was voiced about CCCSFAAA sponsoring the event if we are not given recognition, there seems to be some disagreement/confusion as to whether or not CCCSFAAA actually contributed the funds that had been voted on for us to contribute the past two years. The Fiscal Planning Committee deleted this item from the budget for 2003.

IRS Speaker (Jim Briggs): Joaquin would like to see this as a separated training expense rather than being combined with the annual conference; Jim Briggs may be in California early in the year for workshops CASFAA is sponsoring. If so, it may make sense for us to schedule him at that time rather than waiting for the conference. Joaquin may come back to the Board in the future to request funding for manuals for the training.

Federal Issues Committee budget was increased to \$1,500 in order to allow for some face-to-face meetings in addition to meetings via CCConfer.

The Fiscal Planning Committee recommends that we reduce the number of student scholarships from 20 to 10 (one scholarship for each region) for 2003. The fundraising events did not support the 20 scholarships, even with the profits from the 2002 spring workshops. Since we are expecting a break-even conference, we need to be more careful about the other expenses we have.

Spring Workshops: The Fiscal Planning Committee suggests that we charge a registration fee to cover lunch and to get a commitment from participants. They feel there is the possibility of more no-shows if there is no advance charge and therefore, waste of food and the cost involved. After much discussion, it was decided that food will not be provided at the Spring Workshops and therefore, there will not be a registration fee. Participants will be expected to buy lunch on their own. Joaquin will check with Myra to ensure that there are facilities at her campus to support individuals purchasing their own lunch.

Toni made a motion that we accept the 2003 budget, not including the conference budget, as amended and recommended by the Fiscal Planning Committee. (a negative \$38,975) Craig seconded it. The Conference Committee will be providing a separate budget update at a later date.

Discussion: Joaquin wants to discuss the deletion of the IRS speaker event. There were 13 approves, 0 disapproved and 2 abstentions.

'jmuskavitch@crafton.sbccd.cc.ca.us'

Meeting adjourned at 2:30 p.m.